

Pittsford Planning Commission
Meeting Minutes - DRAFT
July 23, 2026

Board Members Present: Kevin Blow, Rick Conway, Nancy Gaudreau, Robb Spensley, Donna Wilson, Gordon Fox

Others Present: Ann Reed, Will Austin

Meeting - Call to order

The meeting was called to order at 7:00 by Kevin Blow – Chair.

Approval of Meeting Agenda

A motion was made by Donna Wilson and seconded by Rick Conway to approve the meeting agenda. The motion passed unanimously.

Approval of Minutes

The minutes of May 28, 2026 and June 11, 2026 were approved unanimously after a motion by Robb Spensley and a second by Donna Wilson.

Old Business

Drafting Updated Town Plan 2026 Writing Session with Will from RRPC

The Planning Commission dove into the newest draft of the Town Plan dated 7/21/2026 edited by Will Austin.

Will started the conversation on the updates to the Town Plan. Donna Wilson went over her changes for page 15 that she had typed in preparation for the meeting. This will take the place of the section that states “Although some businesses have transitioned to new ownership or different uses within the existing spaces, the Town has seen very few new commercial buildings constructed.” Her revision will also remove the second paragraph in the economic development section on page 15. Her suggestions were modified slightly by the group to update the information. There were also two typos found that were corrected during this paragraph change. On page 15 of the draft, there were two typos corrected in the third paragraph to make it read better.

Donna had also changed page 42 in the childcare section and sent an update on that. The only change the Planning Commission had for her childcare section was to possibly add Amy Kehoe located on Furnace Road as the owner of one of the childcare facilities.

Page 2 there were comments that the other two covered bridges should be photographed. Nancy Gaudreau stated it would be good to diversify the photos and show some of the mountains. Kevin Blow suggested labeling the photos so everyone would know what they were. Nancy Gaudreau has a photo from Bald Peak she will send Will.

Will Austin stated he will send updated drafts of the map found on page 12 to the Planning Commission so they can review them.

There was discussion around Donna’s update to page 15 and the number of doctors that used to reside in Pittsford and who had great accomplishments.

On page 17, in the second paragraph, there was some concern over the phrase “and overreaching”. Nancy Gaudreau stated that she thought it should be removed. Rick Conway thought it should be kept and feels it is accurate. Will Austin stated the word overreaching is the wrong word, maybe the Planning Commission could find a different word. Gordon mentioned the word burdensome. Will Austin stated that he has seen stronger language in other Town Plans. The last paragraph of page 17 was also discussed if the action item was reasonable.

On page 19, the last portion of the last sentence in paragraph one was removed. The second paragraph had changes to the selectboard’s responsibilities. The assistant for the town manager was also removed, as there is no longer an assistant to the town manager.

Page 20, there was conversation from Donna Wilson on the Otter Creek Valley being an integral portion of the valley to the Champlain Valley. Rick Conway and Nancy Gaudreau discussed the history of waterpower in Pittsford.

Page 22, the second paragraph was edited so that it said Vermont Police Academy and Vermont Fire Academy. The third paragraph had the first sentence removed, as we no longer know when Evergreen Cemetery will reach its capacity due to the new ways people are being buried and memorialized.

The group started on pages 24 and 33 with a discussion on whether the chapters should start or end with the vision/plan/goals/policies/actions. The idea of consistency was discussed and it was decided to keep them all at the beginning of the chapters.

Page 25’s edits were to add Pittsford in front of Village Farm in two places in the second paragraph.

Page 33 edits consisted of combining three of the goals, policies and actions in to one, rewording of the first goal, policy and action, and discussion of moving the goals, policies and actions to page 24, as discussed above. The goals, policies and action item number 6 “The town will strongly object to any development on the ridgeline, which would negatively impact the view from the Hubbardton Battlefield Historic Site” was discussed. The words preserve and protect were suggested. Rick Conway stated that a definition for ridgeline may be needed. Most of these action items are already very similar to page 24. Kevin Blow asked if they could be left as is. It was discussed that wind can be discussed in the enhanced energy plan, as well. Will Austin suggested rewording item number 6 and making it a paragraph on its own in the land use section. It could also be moved to pages 27 and 28 where conservation areas are discussed.

Page 40 under the goals, policies and actions needs to be updated to include that the 2026 State Road and Bridge Standards are what the Town is currently using for the first bullet. The second bullet needs to have town center changed to village center. In bullet three, Vtrans should be added.

Page 41 should say designated village center and not town center on the first line. There was also a conversation about the speed limits and how the entire village should be 25MPH instead of the variable speeds it currently is.

Page 42 – as discussed above where Donna’s changes will be implemented in the paragraphs.

Page 54 – in the second paragraph of the housing section, there was a statistic that stated 1980 and 1989. This data needs to be double checked for accuracy, as it states 24% of Pittsford’s 1,391 total housing units were built between the years 1980 and 1989. It was also discussed that the colors on the graphic need to be changed, as many of the colors are too close together.

Page 55 – Robb Spensley asked where the short-term rentals are represented. Will Austin stated he did not include them as it is not required, but he thinks he can add it. Short-term rental data is hard to get or funky if there is no registration. Robb Spensley feels that it is an important metric to keep track of. Rick Conway asked for sources to be listed with the graphs. The one on page 55 used US Census Data.

Page 56 – At the top of the page, Rutland Housing Trust needs to be changed to Cornerstone Partnership. It was discussed the goals, policies, and actions need to be updated and new goals, policies, and actions need to be created. The first goal needs to have Neighborworks removed and Cornerstone Partnership added. A third goal, policy, and action could be consolidated development in the village, limiting development in other areas. Other suggestions were to have affordable housing, CHIP projects, mobil home developments, encouraging development of affordable housing, and expansion of the Town water and sewer.

New Business

Tentative Timeline Schedule for Town Plan Adoption

Will Austin let the Planning Commission know that the plan is about 85% of the way there to State Statute. The Land Use Plan, Housing Plan, Flood Resiliency, Utilities/Facilities, and Education/recreation sections all need goals and plans still. The Land Use plan is in good shape but needs a little updating. Will feels that the flood resilience chapter with goals and actions as well as the education and utilities/facilities will take two more meetings and then the Town Plan will be in good shape for hearings.

Set Next Meeting Date

The next meeting will be held Thursday August 27, 2026 at 7:00pm.

Adjournment

Motion by Donna Wilson to adjourn the meeting at 8:56pm. This motion was seconded by Gordon Fox. Motion carried unanimously 6-0.

Respectfully submitted,

Ann Reed
Recording Secretary

Approved by,

The Pittsford Planning Commission